

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

NEEDHAM YOUTH SERVICES

Job Postings 09/08/14

Date: 9/3/14

Job Title: Administrative Clerk

Hourly Pay: \$10

Age Requirements: 14+

Job Hours: 5-7 total weekly, flexible on start/end time. More hours possible if desired performing other tasks if qualified.

Company Name: Vita Needle Company

Company Address: 919 Great Plain Avenue

Company Website: www.vitaneedle.com

Contact Person: Frederick Hartman II

Number: 781-444-1780

Email: sales@vitaneedle.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We're looking for an individual to scan completed sales orders for electronic recordkeeping. The job involves loading orders into a scanner, entering the order number onto the scanner screen and ensuring the orders feed properly and then stapling them back together. Other duties are possible if more hours are desired (not required).

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Date: 09/08/14

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).